

### Word 2007: Chapter 3

**Instructions: Fill-in the correct response.**

1. A(n) \_\_\_\_\_ is similar to a form with prewritten text.  
a. auto-form                      b. wizard  
c. template                      d. both b & c
2. The term, clear formatting, refers to returning the formatting to the \_\_\_\_\_ style.  
a. auto-form                      b. Normal  
c. Default                      d. cover letter
3. If you use the same text or graphic frequently, you can store the text or graphic in a(n) \_\_\_\_\_ so it can be used in future documents.  
a. building block                      b. Tip  
c. object                      d. action routine
4. The intersection of a row and column is called a(n) \_\_\_\_\_.  
a. gridline  
b. cell  
c. intersect  
d. end-of-cell mark
5. When inserting a table into a document, you must specify the \_\_\_\_\_ of the table.  
a. format                      b. dimension  
c. name                      d. style
6. Press \_\_\_\_\_ to create a line break.  
a. ENTER                      b. CTRL+ENTER  
c. SHIFT+ENTER                      d. ALT+ENTER
7. A solid line at the edge of a paragraph is called a(n) \_\_\_\_\_.  
a. vector                      b. border  
c. array line                      d. gridline
8. Items in the Office Clipboard are copied to a \_\_\_\_\_ document.  
a. source                      b. destination  
c. standard                      d. home
9. A(n) \_\_\_\_\_ contains instructions for filling areas of a template.  
a. Key Tip                      b. AutoText  
c. content control                      d. wizard
10. When arranging paragraphs in alphabetical, numerical, or date order based on the first character of each paragraph, it is called \_\_\_\_\_.  
a. formatting                      b. dimensioning  
c. ordering                      d. sorting

**Instructions: Circle T if the statement is true or F if the statement is false.**

- T    F    1. A research paper enables you to elaborate on positive points in your resume.
- T    F    2. All commands on the Mini toolbar also exist on the Ribbon.
- T    F    3. You can repeatedly click the Maximize and Minimize buttons on the Mini toolbar and watch the font size of the selected text change in the document window.
- T    F    4. A nonbreaking space is a special space character that prevents two words from splitting if the first word falls at the end of a line.
- T    F    5. The Windows Clipboard and the Office Clipboard work in the exact same way.
- T    F    6. If you copy a 25<sup>th</sup> item in the Office Clipboard, Word deletes the first item to make room.
- T    F    7. You use the Zoom slider to change the zoom percentage.
- T    F    8. Line break characters print on the page as a thin horizontal line.
- T    F    9. The Increase Indent button on the Home tab will automatically indent in one inch increments by default.
- T    F    10. In print preview, you can edit and format text, adjust margins, and print the document.

**Instructions: Fill in the best answer. Choose from the word bank at the bottom of the page.**

1. When you use a \_\_\_\_\_, which is similar to a form with prewritten text, Word prepares the document with text and formatting common to all documents of that nature.
2. A(n) \_\_\_\_\_ is a collection of rows and columns.
3. Each cell in a table contains a(n) \_\_\_\_\_ that you use to select and format cells.
4. To insert a tab character in a cell, you must press \_\_\_\_\_+TAB.
5. A(n) \_\_\_\_\_ advances the insertion point to the beginning of the next physical line, ignoring any paragraph formatting instructions.
6. You can use Word's AutoFormat As You Type feature to bullet paragraphs, by pressing the \_\_\_\_\_ key as the first character on the line, then pressing the SPACEBAR.
7. A(n) \_\_\_\_\_ is a location on the horizontal ruler that tells Word where to position the insertion point when you press the TAB key on the keyboard.
8. To add columns to a table, click the Insert Left button on the \_\_\_\_\_ tab.
9. In Word, \_\_\_\_\_ refers to returning the formatting to the Normal style.
10. A(n) \_\_\_\_\_ hyphen is a special type of hyphen that prevents two words which are separated by a hyphen from splitting at the end of a line.

**Word Bank:**

- |                        |                   |               |
|------------------------|-------------------|---------------|
| 1. asterisk            | 8. INSERT         | 15. status    |
| 2. clear formatting    | 9. Layout         | 16. style set |
| 3. CTRL                | 10. line break    | 17. tab stop  |
| 4. document window     | 11. metadata      | 18. table     |
| 5. end-of-cell mark    | 12. nonbreaking   | 19. template  |
| 6. Enhanced Screen Tip | 13. Paragraph     | 20. theme     |
| 7. ENTER               | 14. shortcut menu |               |